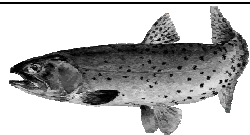




The California Department of Fish & Game invites you to take the Departmental Promotional Examination for Graphic Designer II



FINAL FILING DATE: May 3, 2010
(Application must be postmarked by this date)



Department of Fish and Game employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.

Position Information

Position Description:	Under direction, employees in this class are responsible for the concept, development, and production of the more complex graphic design work. With the aid of computer-assisted applications, employees use design and production elements to convey the desired impact and message to a specifically targeted audience. This is the full journey level class of the Graphic Designer series.
Salary Range:	\$3,705 - \$4,503

How to Apply for this Examination

Where to Mail:	<p>The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:</p> <p>Department of Fish and Game Attention: Exam Unit 1416 Ninth Street, Room 1217-B Sacramento, CA 95814</p>
Where to Apply Online:	<p>You may also apply online at http://jobs.ca.gov/OEC/apply/index.aspx</p> <p>Applications must be submitted by 11:59 pm on the final filing date; those submitted after such date and time will not be accepted.</p>
How to Get an Application:	<p>Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at http://jobs.ca.gov/OEC/jobs/stateapp.aspx.</p>
Who Should Apply:	<ol style="list-style-type: none">1. Applicants must have a permanent civil service appointment with the Department of Fish and Game as of the final filing date, in order to participate in this examination; or2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

**Accommodations
for Persons with
Disabilities:**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

Requirements for Admittance to the Examination

**Minimum
Qualifications for
Admittance:**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience in the California state service as a Graphic Designer I.

Or II

Two years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums

AND

Education: Successful completion of a total of 24 semester college units with a minimum of five units in each of the following areas: graphic design theory, graphic computer software applications, and printing technology.

**Special Personal
Characteristics**

Visual acuity and color vision sufficient to successfully perform the job; and creative ability

**Additional
Desirable
Qualifications**

A certification or degree from an accredited or recognized professional institute or body in the programs of art, design, visual communications, and computer graphics; and neatness.

**Make Sure you
Also Meet These
Conditions:**

All applicants must meet the experience requirements for this examination and have a permanent civil service appointment with the Department of Fish and Game as of May 3, 2010, to take this examination.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

Examination Information

**Type of
Examination:**

Qualifications Appraisal Process – Weighted 100.00%. This examination consists of an oral interview process. To obtain a position on the eligible list, you must attain a minimum rating of **70.00%** in the interview process. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

PLEASE NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education (E & E) compared to a standard developed from the class specification. **For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "minimum qualifications for admittance" shown on this announcement.** Supplementary information will be accepted, but read the "Minimum Qualifications for Admittance" and "Scope of Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of **70.00%** must be attained.

Interview Dates:

It is anticipated that the interviews will be held during May/June 2010

**Examination
Locations:**

Oral interviews are ordinarily scheduled in Sacramento, Los Alamitos, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.

**Scope of
Examination:
(STUDY THIS to
prepare for
examination)**

- A. Knowledge of:
 - 1. Principles of graphic design
 - 2. Techniques of interpreting statistical data
 - 3. Methods and techniques of freehand drawing and color illustration
 - 4. Elements of design such as: line, shape, texture, space, size, value, and color
 - 5. Principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, and proportion/scale
 - 6. Page layout, color theory, and typography
 - 7. Principles of graphic tools and equipment
 - 8. Graphic design software application
 - 9. Procedures for creating traditional and/or electronic files for output for single and multi-color publication
 - 10. The stages of design (research, thumbnail, rough, comprehensives, and camera-ready art) to an electronic file
 - 11. Techniques and drawings
 - 12. Graphic resources and software applications
 - 13. Digital imaging
 - 14. Principles and techniques of three-dimensional exhibit preparation
- B. Ability to:
 - 1. Communicate effectively
 - 2. Use the elements of design to create page layout
 - 3. Perform image editing
 - 4. Apply color theory and typography
 - 5. Apply creativity in the preparation of art work
 - 6. Learn and apply new software
 - 7. Produce freehand drawing and color illustration
 - 8. Design and prepare exhibit materials
 - 9. Digitally retouch images
 - 10. Review narrative material and create appropriate illustrations
 - 11. Analyze situations accurately and take effective action
 - 12. Research resources
 - 13. Maintain project files

**Veterans
Preference:**

Veterans' preference credit is not granted in promotional examinations.

**Length of List
Eligibility:**

A departmental promotional eligible list will be established for the Department of Fish and Game. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Questions?

If you have any questions concerning the Graphic Designer II examination or the testing process, please contact Kelli Johnson, Exam Analyst with the Department of Fish and Game, Human Resources Branch at (916) 651-1138. You may also visit our website at www.dfg.ca.gov.

Additional General Information

IMPORTANT: What to do if you have not received any notifications:

For Written Examinations: If you have not received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations without a Written Feature: If you have not received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you are not assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.